

## APPLICATION FOR TEMPORARY BRANCH LOCATION

(30 days or less)

### RECREATIONAL VEHICLE DEALERS

(Motorhome and Recreational Trailer)

DMV USE ONLY
ACR NUMBER
DATE PERMIT ISSUED
DATE PERMIT EXPIRES
APPLICATION FEE
S/R NUMBER

**Instructions:** Type or print clearly in black ink. **Ten (10) business days prior to the event**, submit the following to the Inspector having jurisdiction over the temporary branch location, 11713.15 (a) (3) (C), CVC:

1. Completed Application for Temporary Branch Location, OL 73A
2. New product sales only, must submit Certificate of Proposed Franchise, form OL 124, for each line-make. The OL 124 must show the Temporary Branch address location.
3. \$70.00 Temporary Branch Application Fee
4. Copy of lease/rental agreement or copy of the promoter's contract
5. Property Use Verification for Vehicle Dealer's License, OL 902 (*may be required for some locations*).

**A list of Inspector Offices and forms are available at [www.dmv.ca.gov/vehindustry/ol/olbranch\\_top.htm](http://www.dmv.ca.gov/vehindustry/ol/olbranch_top.htm)**

#### A. FIRM INFORMATION:

NAME OF INDIVIDUAL, PARTNERS, CORPORATION, OR LLC COMPANY	FIRM NUMBER
FIRM NAME	AREA CODE/TELEPHONE NUMBER (      )
ADDRESS OF MAIN LOCATION	
CITY	STATE      ZIP CODE

#### B. TEMPORARY BRANCH LOCATION INFORMATION: (See rules on next page.)

NAME AND PLACE OF TEMPORARY BRANCH LOCATION	LOCATION MEETS LOCAL PROPERTY USE REQUIREMENTS <input type="checkbox"/> Yes <input type="checkbox"/> No
TEMPORARY BRANCH ADDRESS	
CITY	STATE      ZIP CODE

CHECK THE VEHICLES TO BE SOLD AT THIS LOCATION

NEW    ☐ Motorhome    ☐ Recreational Trailer  
USED    ☐ Motorhome    ☐ Recreational Trailer

DATE(S) OF EVENT

From:      To:

#### C. MINIMUM BRANCH LOCATION REQUIREMENTS: (Must be met prior to start of event.)

1. SIGN - 2 sq. ft. sign per side displayed to identify dealer
2. OFFICE - Recreational vehicle or properly identified table will suffice
3. DISPLAY - Display area separated from other dealers

#### D. LICENSEE CERTIFICATION:

*I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
I further certify that all minimum requirements will be met prior to start of event and that all the foregoing information contained herein is true and correct to the best of my knowledge and belief. I also understand should these minimum requirements not be met prior to the commencement of the event, my occupational license could be subject to disciplinary action.*

*I also certify that the distance from my (check one box) ☐ main ☐ permanent branch location which is located at: \_\_\_\_\_ (check one box) ☐ is ☐ is not*

*50 miles or less from the requested temporary branch location site.*

NAME (PRINT)	RM/RD NUMBER OR OFFICER TITLE
SIGNATURE OF LICENSEE <b>X</b>	DATE

**NINE OR FEWER DEALERS PARTICIPATING IN THE SHOW: (New Recreational Vehicles Only) 11713.15(a) CVC**

If nine or fewer dealers are participating in the show, the location of the show must be 50 miles or less from the dealers established place of business or permanent branch location.

**TEN OR MORE DEALERS PARTICIPATING IN THE SHOW: (New Recreational Vehicles Only) 11713.15(a)(3)(c) CVC**

The location of the show may be 50 miles or more from the participating dealers established place of business or permanent branch location only if 10 or more dealers are participating in the show. The dealers shall submit all applications together at one inspector office, at least 10 days prior to the show.

**ADVERTISING AND DISCLOSURE REQUIREMENTS: (New and Used Recreational Vehicles Only) 11713.15(b) CVC**

1. Any advertising and promotional materials designed to attract the public to attend a show of recreational vehicles where there are nine or fewer dealers participating shall include the business name of each participating dealer and that dealer's established place of business in a type size that is equivalent to the second largest type used in the advertisement or promotional materials. This information shall be placed at the top of any advertisement or promotional materials.
2. If the recreational vehicles being offered for sale are used, the word "used" shall immediately precede the identification of the make of the vehicle or be immediately adjacent to the depiction of any used vehicles.
3. In addition, the promoters of the show shall cause a sign to be conspicuously displayed at the major, public entrance leading directly to the show, printed in 50 point type, containing the information required in paragraph ( 1 ) .
4. A recreational vehicle dealer participating in a show for which a temporary branch license is required shall provide each buyer, prior to the sale of any vehicle at the show, a written statement disclosing the identity and the established business location of the dealer that has agreed to render service or warranty work with respect to the vehicle being purchased by the buyer, and, if there is no agreement with any dealer to render the service or warranty, to date that fact.

**NOTE:** Applications for temporary branch locations should be submitted to the Occupational Licensing Inspector having jurisdiction over the location of the event.

***I certify that I have been advised of the requirements pertinent to the occupational license for which I have applied, including the regulations and Vehicle Code sections.***

**APPLICANT INITIALS** \_\_\_\_\_

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**FOR DEPARTMENTAL USE ONLY**

**NEW RECREATIONAL VEHICLE DEALERS**

- ☐ Submitted Certificate of Proposed Franchise, form OL 124, for each line-make.
- ☐ Location complies with requirements of Section 1671 CVC.
- ☐ Location has sign displayed, printed in 50 point type, containing the business name and established place of business for each dealer.
- ☐ Advised firm that all New Car sales made from Temporary Locations must be reported on selling dealer's New Report of Sale Books, and must show "Temporary Branch" address. (Only employees of the selling New Recreational Vehicle Dealers are authorized to sign the New Report of Sale.)

**RECOMMENDATION**

***I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.***

***I further certify that this applicant has been advised of the requirements pertinent to the occupational license for which applied and that I have examined this application and find that this business meets all requirements of a Place of Business as described in the California Vehicle Code as certified by applicant. I recommend that license be:***

- ☐ Issued      ☐ Denied (If denial recommended, attach full justification via investigative report.)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ID#

\_\_\_\_\_  
DATE